



CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78208
(210) 207-8199 Job Line (210) 207-7289
www.sanantonio.org

Temporary Administrative Assistant II
Public Works

The City of San Antonio is recruiting for a Administrative Assistant II (Department), under direction, is responsible for performing a wide variety of professional administrative duties in support of the activities and services of an assigned department; coordinates office services and provides information and assistance to the public regarding the assigned department or division. May exercise direct supervision over clerical support staff.

Essential job functions include, but are not limited to the following: Prepares correspondence for communication with other City departments as well as the public. Assists in providing a variety of responsible duties involved in coordinating the administrative operations of the assigned department or division. Assists in the formulation of policies and procedures for the assigned department. Ensures compliance with current City and department rules and regulations. Participates in the preparation of the department budget. Assists with monitoring and revising expenditures; provides information to appropriate department staff. Maintains inventory of office supplies; reviews purchase requisitions and requests for department staff. Monitors inventory of office supplies; provides information to appropriate department staff. Assists in initiating personnel payments. Assists in coordinating administrative personnel functions; assists in initiating personnel regulations; monitors overtime and attendance records; assists in preparing and monitoring employees' payroll. Researches complex and unusual data for special projects and various reports; prepares reports outlining progress of projects, documents, objectives and issues. May oversee operations of a warehouse including inventory control, purchasing materials and tools and ensuring inventory procedures are implemented. May supervise clerical and administrative staff in general office operations. May prepare public relations data, brochures and handouts. May organize and maintain filing systems; maintain records related to specific areas of assignment. May respond to and resolve difficult and sensitive citizen inquiries and complaints. Perform related duties and fulfill responsibilities as required.

PREFERRED: For Administrative Assistant II, knowledge of office practices, procedures, equipment and clerical techniques; knowledge of basic accounting principles, practices, and business math. Knowledge of English usage, spelling, and punctuation. Ability to communicate clearly and effectively, both verbally and in writing.

This position requires that the successful candidate possess two years of college from an accredited college or university with major coursework in Business or Public Administration or related field. Two years of general office or administrative experience. ~~All job offers are pending satisfactory results from pre-employment testing and reference background/credit potential verification.~~

Salary ranges from \$13.85 to \$18.00 hourly, depending upon experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED: Apply in person or at any of the Community Link Centers Monday through Friday (excluding holidays) from 7:30 AM to 4:15 PM, at the Human Resources Department, located at 111 Plaza de Armas in downtown San Antonio. Open until filled.

For additional information contact Devnette Gaccedo at (210) 207-2754.